

NEW HIRE CHECKLIST



- Signed offer letter and / or employment agreement
- Completed employment application
- Executed federal Form I-9 with documents reviewed
- Federal W-4 tax form
- NYS IT-2104 tax form
- New York State Wage Theft Prevention Act Notice
- References
- Background check notice and signed authorization (if applicable)
- New York State sexual harassment prevention training
- Employee handbook and acknowledgment(s) sign-off
- Employee direct deposit form
- Employee personal information sheet and emergency contact
- Benefit enrollment or waiver forms
- General right to COBRA notice, if benefits are elected
- Marketplace Coverage Options Notice -(ACA Notice)
- Retirement plan enrollment information (if applicable)
- Job description with employee signature
- Safety training completed (if applicable)
- Receipt of company property form (if applicable)
- Working papers (for minors)
- Orientation / training schedule